

**U.S. DEPARTMENT OF STATE**

**SUPPORT FOR EGYPTIAN CIVIL SOCIETY  
REFORM INITIATIVES**



Application Instructions

**Middle East Partnership Initiative**

**Funding for Civil Society Reform Initiatives**

**Application Deadline: April 30<sup>th</sup>, 2010**

The Middle East Partnership Initiative (MEPI) of the U.S. Department of State is pleased to announce, pending availability of funds, support for civil society reform initiatives in Egypt. Please follow all instructions below carefully.

**Purpose of Grant:** Through this grant opportunity, MEPI intends to support Egyptian civil society, including civil companies, women's groups, and professional associations that are committed to building democracies and undertaking reform. Funding is available for projects that increase political openness and democratic processes, create new economic opportunities, enhance access to and quality of education systems, and/or empower women. Priority will be given for local projects that translate reform demands into tangible projects, including in the areas of democratic reform, the expansion of public participation in political life, women's political, economic, and social empowerment, and the legal environment for civil society.

**Size of Awards:** Awards typically range between \$ 25,000 to \$100,000.

**Length of Grant:** Projects should be completed within one year.

**Application Process:** Please send completed applications (using the attached form) to the MEPI Regional Office in Tunis via email: [MEPICairo@state.gov](mailto:MEPICairo@state.gov)  
Applications can be submitted in English or Arabic and all final grant agreements will be concluded in English.

**Application Deadline:** April 30<sup>th</sup>, 2010

A MEPI staff panel will assess proposals based on their quality, relevance, prospect for success, and originality, and will inform applicants of their status by June 15, 2010.

We look forward to receiving creative proposals that strengthen the role of civil society in reform process at local level.

**Allowable Expenses:**

Activities that are typically funded include, but are not limited to:

1. Community service projects that practice democratic processes and encourage volunteerism;
2. Public education projects/ public meetings or seminars;
3. Task forces that will subsequently recommend a specific plan of action;
4. Workshops and meetings of a practical and professional nature, which are an integral part of a larger project and contribute to overall project goals.

Activities that may not be funded:

1. Social welfare projects;
2. Organizational start-up costs;
3. Ongoing operating costs or capital improvements;
4. Buying furniture and office decorations;
5. Buying vehicles;
6. Setting up a center unless part of a broader project;
7. Paying to complete activities begun with other funds;
8. Projects that contain the appearance of partisanship/support to individual or single party electoral campaigns;
9. Academic or analytical research (if not part of a larger project) or scholarships;
10. International travel, unless specifically justified within the project.
11. Citizen exchange programs with foreign countries;
12. One-of-a kind events such as conferences and round tables (if not part of a larger project);
13. Medical and psychological research, and clinical studies;
14. Provision of health care services;

15. Projects of a commercial or profit-making nature;
16. Cultural presentations, cultural research, cultural clubs, and festivals etc.;
17. Language training courses
18. Entertainment costs (receptions, social activities, ceremonies, alcoholic beverages, cocktail parties, guided tours).
19. Political party activities

**U.S. DEPARTMENT OF STATE  
MIDDLE EAST PARTNERSHIP INITIATIVE (MEPI)**

<b>Title of Project:</b>	
<b>Applicant/Primary Implementing Organization:</b>  <b>Address:</b>  <div style="display: flex; justify-content: space-between;"> <span><b>City:</b></span> <span><b>Zip:</b></span> <span><b>Country:</b></span> </div> <b>Telephone(s):</b> <b>Fax:</b> <b>Email(s):</b>	
<b>Primary Point of Contact:</b>  <div style="margin-left: 20px;"> <b>Name:</b>  <b>Title</b>  <b>Phone:</b> </div>	<b>MEPI Program Elements Supported: (check all that apply)</b> <ul style="list-style-type: none"> <li>• Constitutions, Laws, and Legal Systems ____</li> <li>• Judicial Independence ____</li> <li>• Justice System ____</li> <li>• Human Rights ____</li> <li>• Legislative Function and Processes ____</li> <li>• Local Government and Decentralization ____</li> <li>• Anti-Corruption Reforms ____</li> <li>• Elections and Political Processes ____</li> <li>• Political Parties ____</li> <li>• Civic Participation ____</li> <li>• Media Freedom and Freedom of Information ____</li> <li>• Basic Education ____</li> <li>• Higher Education ____</li> <li>• Trade and Investment Enabling Environment ____</li> <li>• Trade and Investment Capacity ____</li> <li>• Financial Sector Enabling Environment ____</li> <li>• Financial Sector Capacity ____</li> <li>• Business Enabling Environment ____</li> <li>• Private Sector Capacity ____</li> <li>• Workforce Development ____</li> </ul>
<b>Local Partner Organization 1 (if any):</b>  <div style="margin-left: 20px;"> <b>Name:</b>  <b>Phone:</b> </div>	
<b>Local Partner Organization 2 (if any):</b>  <div style="margin-left: 20px;"> <b>Name:</b>  <b>Phone:</b> </div>	
<b>Amount of Award Requested:</b>  \$_____ USD	
<b>Period of Project:</b> ____ Months <b>Preferred start date:</b> ____ / ____ / ____	

<b>ACKNOWLEDGEMENT &amp; PUBLICITY AGREEMENT</b>		
<p>I affirm that the information provided in this application is true and correct and that intentional misrepresentation on this form is grounds for denial of a grant. I further affirm that my organization is qualified to receive an award under applicable laws and regulations. My organization understands that submission of a Local Grant application in no way guarantees awarding of a grant, and we will accept the final decision of the U.S. Embassy Local Grants Committee &amp; MEPI. We further understand that funds awarded under the Local Grants program are provided through MEPI by the people of the United States of America and agree to allow appropriate publicity of this fact.</p>		
<b>Accept:</b> <input type="checkbox"/> Yes. <i>A signed original must follow this electronic form if a grant is awarded.</i>		
<b>Signature</b>	<b>Name &amp; Title</b>	<b>Date</b>

**1. Brief Summary:** Please supply a clear summary (2-3 sentences) of your project.

**2. State the problem, and describe how this project will address the problem.**

**3. State how this project is related to the MEPI program elements listed on page one of the instructions.**

**4. What are the intended results/objectives of the project?** *(A good project should have 1-2 objectives. If possible, for each of the intended results/objectives, describe how you intend to measure these results/objectives.)*

**5. List the name of the person who will conduct the activities. Please attach a copy of his or her CV or resume.**

**6. Describe how you plan to publicize the work and to incorporate MEPI into this publicity.**

**7. Schedule of Activities.** *(For each of the intended results/objectives listed in #4, describe the major activities using the table below.)*

<b>Objective #1:</b>	
<b>Activity Number</b>	<b>Description of the Activity</b>
1.	
2.	
3.	
4.	
5.	
6.	

<b>Objective #2:</b>	
<b>Activity Number</b>	<b>Description of the Activity</b>
1.	
2.	
3.	
4.	
5.	
6.	

**8. Please describe your organization. State what type of group it is, when it was established, the size of membership, the mission of the organization, and its source of funding. Describe its status under applicable law. Also include the name of any local partner organizations that will participate in this project and describe their role.**

**9. Please list the names of the officials responsible for this project and its financial administration, and attach a CV for each person listed. Do the same for each local partner organization.**

**10. Should you be awarded a MEPI local grant, U.S. government regulations require a listing and description of your grant in the federal Grants Database Management System (GDMS). This grants database is publicly accessible on the Internet at <http://www.usaspending.gov>. If you do not wish your organization to be identified in this database, please explain why.**

**11. Has your organization received or is expected to receive financial assistance from other donors? If so please name any donors, their contact information, the amount of financial assistance received and briefly describe funded projects.**

**12. Please provide a complete, line-by-line budget, using the example below as a guide. Budget items should be linked to the narrative and conform to the major categories in bold below. (The details provided in italics here are only examples)**

- All project staff and salaries
- Anticipated travel costs (local and international)
- Materials to be used for all project activities
- Services to be used for all project activities
- All cost-sharing and in-kind contributions
- Budget should be presented in U.S. dollars, rounded to the nearest dollar.

<b><u>No</u></b>	<b>Budget Item</b>	<b><u>Detailed Description</u></b>	<b>Amount Requested from US Embassy</b>	<b>NGO Contribution</b>	<b>Contribution from Other Sources</b>
<b>1</b>	<b>Salaries (taxes included)</b>				
1.1	Position, name	Amount in \$ per month x number of months (% of work time in the project)			
1.2	Position, name	Amount in \$ per hour / per event x number of hours / events			
	<b>Subtotal</b>				
<b>2</b>	<b>Equipment (costing more than USD 5,000.00)</b>				
2.1	Item description	Price in \$ x number			
2.2	and so on				
	<b>Subtotal</b>				
<b>3</b>	<b>Administrative costs</b>				
3.1	Office supplies (including equipment costing less than USD 5,000.00)	Amount in \$ x number of months			
3.2	Internet fees	Amount in \$ x number of months			
3.3	Bank fees	Amount in \$ x number of months			
3.4	and so on				
	<b>Subtotal</b>				
<b>4</b>	<b>Contractual</b>				
4.1	<b>Publishing</b>				
4.1	Name of the publication	Price in \$ per copy x number of copies			
4.2	Services/Consultants *	Cost per service/per day			
	<b>Subtotal</b>				
<b>5</b>	<b>Travel expenses</b>				
5.1	Travel description	Ticket price in \$ x number of people x number of trips			
5.2	Hotel	Price in \$ x number of days x number of people			
5.3	Per diem	Amount in \$ x number of days x number of people			
5.4	Other (provide details)				



	<b>Subtotal</b>				
6	<b>Seminars, public meetings, round tables</b>				
6.1	Room rental	Amount in \$ per hour / day x number of hours / days			
6.2	Handouts	Amount in \$ x number of participants			
6.3	Other (provide details and justifications)				
	<b>Subtotal</b>				
	<b>TOTAL</b>				

**Notes:**

- Budgets may contain an estimated amount for bank fees.
- Funding should not duplicate on-going activities.
- MEPI encourages applicants to seek funding from other donors and to offer some type of **cost sharing** (volunteer time, space, equipment etc.)
- MEPI funds should not be used for **food or entertainment expenses**. However, if coffee breaks or working lunches for seminar/conference participants are an integral part of the overall project, and funding is not available from other sources, these costs may be covered but should be limited to a maximum of 5% of the total award amount. Meals may not include charges for alcoholic beverages.
- \* Services/Consultants – Professional services should not exceed \$500/day or local rates, whichever is lower.
- Compensation in reasonable amounts can be paid to project's key personnel for the portion of their time devoted to the work in this project. Compensation levels should be no higher than other local salaries (where appropriate), and should include all taxes.
- If requested, for **equipment** and/or **services** over \$1,000 three pro-forma estimates from the service or equipment vendor should be attached. Purchase of equipment should be well justified. Equipment should not exceed 10% of the total grant request.
- **Entertainment costs** (receptions, social activities, ceremonies, alcoholic beverages, cocktail parties, guided tours) are not allowable expenses.
- **Transportation costs** should not be for First or Business Class airfare and must be in compliance with US Government Travel Regulations.
- The use of "**miscellaneous expenses**" or any similar term as a budget item is unacceptable. All budgeted expenses must be explained.
- Please provide bank account information below:

Bank Name	Bank Address	Account Number

***End of Application—Thank you.***